

**TRANSCRIPT ORDER**

**DUE DATE:**

|   |  |               |                              |  |              |                 |  |
|---|--|---------------|------------------------------|--|--------------|-----------------|--|
| 1. NAME   |  |               |                              | 2. PHONE NUMBER  |              | 3. DATE         |  |
| 4. FIRM NAME  |  |               |                              |  |              |                 |  |
| 5. MAILING ADDRESS  |  |               |                              | 6. CITY  |              | 7. STATE        |  |
|   |  |               |                              |  |              | 8. ZIP CODE     |  |
| 9. CASE NUMBER  |  | 10. JUDGE     |                              | DATES OF PROCEEDINGS   |              |                 |  |
|   |  |               |                              | 11.  |              | 12.             |  |
| 13. CASE NAME   |  |               |                              | LOCATION OF PROCEEDINGS  |              |                 |  |
|   |  |               |                              | 14.  |              | 15. STATE       |  |
| 16. ORDER FOR   |  |               |                              |  |              |                 |  |
| APPEAL  |  | CRIMINAL      |                              | CRIMINAL JUSTICE ACT   |              | BANKRUPTCY      |  |
| NON-APPEAL  |  | CIVIL         |                              | IN FORMA PAUPERIS  |              | OTHER (Specify) |  |
| 17. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested.) |  |               |                              |  |              |                 |  |
| PORTIONS  |  | DATE(S)       |                              | PORTION(S)   |              | DATE(S)         |  |
| VOIR DIRE   |  |               |                              | TESTIMONY (Specify)  |              |                 |  |
| OPENING STATEMENT (Plaintiff)   |  |               |                              |  |              |                 |  |
| OPENING STATEMENT (Defendant)   |  |               |                              |  |              |                 |  |
| CLOSING ARGUMENT (Plaintiff)  |  |               |                              | PRE-TRIAL PROCEEDING   |              |                 |  |
| CLOSING ARGUMENT (Defendant)  |  |               |                              |  |              |                 |  |
| OPINION OF COURT  |  |               |                              |  |              |                 |  |
| JURY INSTRUCTIONS   |  |               |                              | OTHER (Specify)  |              |                 |  |
| SENTENCING  |  |               |                              |  |              |                 |  |
| BAIL HEARING  |  |               |                              |  |              |                 |  |
| 18. ORDER   |  |               |                              |  |              |                 |  |
| CATEGORY  | ORIGINAL + 1<br>(original to Court,<br>copy to ordering party) | FIRST<br>COPY | # OF<br>ADDITIONAL<br>COPIES | DELIVERY INSTRUCTIONS<br>(Check all that apply.)                               |              | ESTIMATED COSTS |  |
| 30 DAYS   |  |               |                              | PAPER COPY   |              |                 |  |
| 14 DAYS   |  |               |                              |  |              |                 |  |
| 7 DAYS(expedited)   |  |               |                              |  |              |                 |  |
| 3 DAYS  |  |               |                              | PDF (e-mail)   |              |                 |  |
| DAILY   |  |               |                              |  |              |                 |  |
| HOURLY  |  |               |                              |  |              |                 |  |
| REALTIME  |  |               |                              | ASCII (e-mail)   |              |                 |  |
|   |  |               |                              |  |              |                 |  |
|   |  |               |                              |  |              |                 |  |
| CERTIFICATION (19. & 20.) By signing below, I certify that I will pay all charges (deposit plus additional).  |  |               |                              | E-MAIL ADDRESS   |              |                 |  |
| 19. SIGNATURE   |  |               |                              | NOTE: IF ORDERING MORE THAN ONE FORMAT,<br>THERE WILL BE AN ADDITIONAL CHARGE. |              |                 |  |
| 20. DATE  |  |               |                              |  |              |                 |  |
| TRANSCRIPT TO BE PREPARED BY  |  |               |                              | ESTIMATE TOTAL   |              |                 |  |
| ORDER RECEIVED  | DATE   | BY            | PROCESSED BY                 |  | PHONE NUMBER |                 |  |
| DEPOSIT PAID  |  |               | DEPOSIT PAID                 |  |              |                 |  |
| TRANSCRIPT ORDERED  |  |               | TOTAL CHARGES                |  |              |                 |  |
| TRANSCRIPT RECEIVED   |  |               | LESS DEPOSIT                 |  |              |                 |  |
| ORDERING PARTY NOTIFIED<br>TO PICK UP TRANSCRIPT  |  |               | TOTAL REFUNDED               |  |              |                 |  |
| PARTY RECEIVED TRANSCRIPT   |  |               | TOTAL DUE                    |  |              |                 |  |

**DISTRIBUTION:** COURT COPY TRANSCRIPTION COPY ORDER RECEIPT ORDER COPY